

COLORADO LEGAL SERVICES

Board of Directors Performance Evaluation Form

for

_____, **Executive Director**

All responses on this form will be kept confidential, and you need not sign your name to the form. The Executive Director will be given a summary of the results.

This evaluation addresses the various areas of responsibility of the Executive Director. Please address all of the areas below in which you have some knowledge, and give appropriate comments and recommendations. A rating of less than “3” in any area indicates you believe improvement is needed in that area.

The rating scale is as follows:

NA	=	Not Applicable or Don't Know
1	=	Poor/ Unacceptable
2	=	Fair/ Improvement Needed
3	=	Satisfactory/Minimum Standard
4	=	Good/Above Average
5	=	Outstanding/Excellent

A. Relationship with the Legal Community

1. Does the Executive Director maintain constructive and open relationships with external groups, including bar associations, community and client organizations?
Rating: NA 1 2 3 4 5
2. How effectively does the Executive Director develop support for legal services and CLS among members of the legal community?
Rating: NA 1 2 3 4 5

B. Relationships with Funding Sources

In his responsibility for helping to develop funding sources, assess how well the Executive Director :

3. Maintains contact and good working relations with funding sources.
Rating: NA 1 2 3 4 5

4. Keeps apprised of information, movements and trends, legislation, public policies and the like that affect funds and sources of funding.

Rating: NA 1 2 3 4 5

5. Stays current with national (Legal Services Corp.) funding issues and opportunities.

Rating: NA 1 2 3 4 5

C. Relationship with the Board of Directors

6. Works effectively with the Board in providing long-range funding (to the extent possible).

Rating: NA 1 2 3 4 5

7. Works effectively with the Board in developing long-range goals (to the extent possible) for the program.

Rating: NA 1 2 3 4 5

8. Presents issues and ideas to the Board effectively.

Rating: NA 1 2 3 4 5

9. Does the Executive Director keep officers and Board timely advised of events that affect policy, budget and overall program operations?

Rating: NA 1 2 3 4 5

D. Financial Management and Budget Control

Please evaluate the Executive Director's performance in the following areas of financial management:

10. Oversees development of the program's annual operating budget

Rating: NA 1 2 3 4 5

11. Supervises accounting and financial reporting.

Rating: NA 1 2 3 4 5

12. Exhibits concern for and addresses financial health of the program.

Rating: NA 1 2 3 4 5

13. Engages in long-range financial planning.

Rating: NA 1 2 3 4 5

14. Uses best efforts to generate new funding sources, maintain and increase grants and funding levels sufficient to meet program needs to the extent possible.
Rating: NA 1 2 3 4 5

E. Reorganization of Legal Services:

As you know, in the past two years the three federally funded legal services programs were reorganized into the statewide Colorado Legal Services. With respect to this reorganization, please assess whether:

15. The Executive Director has effectively managed the reorganization?
Rating: NA 1 2 3 4 5
16. Has the Executive Director kept the Board advised on issues concerning the state-wide reorganization and staff concerns?
Rating: NA 1 2 3 4 5

OVERALL

17. Overall how do you evaluate the Executive Director's overall performance?
Rating: NA 1 2 3 4 5

COMMENTS:
